



## **SOUTHWEST AREA PREDICTIVE SERVICES COMMITTEE CHARTER**

### **I. Authority**

This charter sets forth guidelines and procedures by which the Southwest Area Predictive Services Committee (SWAPSC), hereafter referred to as the "Committee", shall operate.

### **II. Mission Statement**

Provide for the coordination, application and advancement of Wildland Fire Predictive Services in support of safe and cost effective wildland fire management in the Southwest Area.

### **III. Vision**

Reduce the cost and risk of wildland fire management through the application and advancement of the analytical and predictive disciplines of fire and air quality meteorology, fire behavior, fire danger, and fire business.

### **IV. Membership**

Membership of the Committee shall consist of the following, not to exceed a total of 12 members:

- A. Fire management representative(s) from each of the following agencies within the Southwest geographic area with interest, expertise or experience in providing or applying Wildland Fire Predictive Services information:

- US Forest Service: Arizona, New Mexico
- National Park Service
- Bureau of Land Management: Arizona, New Mexico
- Bureau of Indian Affairs
- Arizona State Land Department
- New Mexico State Forestry Division
- US Fish and Wildlife Service

- B. Southwest Area Coordinating Group (SWCG) liaison.
- C. Ad Hoc members and Technical Advisors, as needed.

### **V. Officers**

The Committee shall have the following officers:

- A. Committee Chair
- B. Vice Chair
- C. Secretary

The Committee Chair will be the Southwest Area Predictive Services Group Leader. The vice chair and secretary shall serve a minimum of two years and the positions should rotate among the agencies of the Southwest Area.

## **VI. Responsibilities and Duties**

- A. Advise the SWCG and its partners on Area-specific strategies and techniques to reduce the cost and risk of wildland fire management activities within the Southwest Area through application of the latest science and technology in Predictive Services.
- B. Advise the SWCG on interpretation of agency policy and direction in matters pertaining to Predictive Services.
- C. Advise the SWCG on procedures and standards that would support and enhance the efforts of Predictive Services.
- D. Serve as the primary training cadre for the development and/or instruction of Predictive Services related education courses in the Southwest Area.
- E. Facilitate the use of Predictive Services information to increase firefighter safety and support management decisions made by wildland fire agencies in all aspects of fire management.
- F. Establish, implement and assure standards for quality, consistency and applicability for all Predictive Services information.
- G. Interface with NWCG Fire Environment Working Team (FENWT).
- H. Ensure Predictive Services information meets the needs and requirements of all levels of fire management.
- I. Provide and coordinate strategic planning for Predictive Services products and services.
- J. Coordinate and promote research and development related to Predictive Services.

## **VII. Meetings**

The Committee shall meet a minimum of twice a year at a site to be selected at the previous meeting. These meetings shall be in spring and fall and take place in

conjunction with the annual Southwest Area Fire Weather Annual Operations Plan (AOP) meetings when applicable. Meetings are open to interested parties within the wildland fire management community.

### **VIII. Special Circumstances**

Any Committee member can request additional meetings or teleconferences if the need should arise.

This charter, Operational Procedures, and the standing Committee shall remain in effect until amended by the Committee or dissolved by the Southwest Area Coordinating Group.

### **VIII. Definitions**

Wildland Fire Predictive Services or Predictive Services – Application of the analytical and predictive disciplines of fire and air quality meteorology, fire behavior, fire danger, and fire business with the intent of increasing the safety and efficiency of wildland fire management.

Recommended By:

Approved By:

*/s/ William C. Waterbury 11/10/04*

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CHUCK MAXWELL, Chair  
Southwest Area Predictive Services Committee  
November 2004

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WILLIAM WATERBURY, Chair  
Southwest Area Coordinating Group  
November 2004

# SOUTHWEST AREA PREDICTIVE SERVICES COMMITTEE (SWAPSC) OPERATIONAL PROCEDURES

**These procedures will govern the operations of the Southwest Area Predictive Services Committee, hereafter referred to as the “Committee.”**

## **I. ORGANIZATION**

### **A. Membership:**

1. Membership in the Committee shall include representatives from the land management agencies identified in the Charter, not to exceed a total of 12 members. These individuals are voting members and conduct Committee business. When an agency is not represented on the Committee, the Committee will attempt to find a suitable candidate.

2. Committee Membership:

Committee members and replacement members are selected by the Committee Chair in consultation with the Committee and the SWCG Liaison. The Committee Chair may invite additional non-voting Ad Hoc members and Technical Advisors to serve as needed.

Membership of the Committee shall consist of the following:

- a. Fire management representative(s) from each of the following agencies within the Southwest geographic area with interest, expertise or experience in providing or applying Wildland Fire Predictive Services information:

US Forest Service: Arizona, New Mexico  
National Park Service  
Bureau of Land Management: Arizona, New Mexico  
Bureau of Indian Affairs  
Arizona State Land Department  
New Mexico State Forestry Division  
US Fish and Wildlife Service

- b. Southwest Area Coordinating Group (SWCG) liaison.
- c. Ad Hoc members and Technical Advisors, as needed.

3. Officers:

- a. The Committee Chair will be a non-elected position, to be filled by the Southwest Area Predictive Services Group Leader.
- b. The Vice Chair and Secretary will be elected every two (2) years.
- c. The election of Vice Chair and Secretary will take place at the second meeting of the second year when current officer terms expire.

#### 4. Ad Hoc Members and Technical Advisors:

Ad Hoc members and Technical Advisors may be recruited from, but not limited to, the following groups:

- a. DOC/NOAA/National Weather Service
- b. Fire Behavior/ Fire Danger Specialists
- c. Wildland Fire Dispatch Community
- d. Fire Management Officers/Technicians
- e. Academia
- f. Geographic Information and Computer Specialists

#### 5. Working Groups:

Working Groups will be formed as necessary to work on specific items or tasks identified by the Committee. Working Groups will be dissolved when no longer needed.

### **B. Responsibilities and Duties:**

#### 1. Committee Members will:

- a. Attend Committee meetings and functions or arrange for an alternate.
- b. Participate in committee functions, sub-committees, and working groups, as necessary.
- c. Serve as a point of contact and liaison for the member's agencies.
- d. Coordinate the dissemination of information regarding the activities and operations of the committee, sub-committee, and working groups with respective agency.
- e. Notify chair if unable to attend a meeting or function.
- f. Identify agency predictive services issues and concerns in the Southwest Area and make recommendations concerning these to the SWCG through the Committee.
- g. Ensure that the Predictive Services Committee website is maintained on a regular basis.
- h. Serve as a point-of-contact and liaison between the NWCG Fire Environment Working Team and member agencies.

#### 2. Committee Chair will:

- a. Ensure that the Committee meetings are scheduled and conducted in an efficient and effective manner.

- b. Approve, authorize, and coordinate committee activities.
  - c. Attend or designate a representative to attend the SWCG meeting(s).
  - d. Report committee activities to the SWCG.
  - e. The committee chair will ensure that there is clear direction and a lead for each sub-committee and/or working group.
- 3. Committee Vice-Chair will:
  - a. Conduct Committee business in the absence of the Committee chair.
- 4. Committee Secretary will:
  - a. Record and distribute meeting minutes.
  - b. Maintain record of committee business.
- 5. Committee Ad Hoc Members and Technical Advisors will:
  - a. Attend Committee meetings or notify the Chair of non-attendance.
  - b. Inform committee on policy and procedures specific to their agency or function.
  - c. Serve on working groups or sub-committees, as needed.
- 6. Working Groups will:
  - a. Develop objectives for the specific working group.
  - b. Organize and plan activities as necessary.
  - c. Implement the actions assigned to the working group.
  - d. Report back to the committee chair and the committee on the working group actions.
  - e. Research special issues and concerns.
  - f. Issue progress reports and apprise chair on activities.
  - g. Respond to special requests from the committee.

**C. Changes, Amendments, Deletions:**

- 1. Any part of the Operational Procedures may be changed or amended by a majority decision of the Committee.
- 2. Any such actions require notification to and concurrence by the SWCG.

November 15, 2004

## **Suggested Membership**

Chuck Maxwell (FWS) – Chair  
 Jay Ellington (NPS)  
 Rich Naden (NPS)  
 Helen Graham (BLM AZ)  
 James Villard (USFS)  
 John Kwait (BLM NM)  
 Nancy Neskauskas (NM State)  
     or Jeff Whitney (FWS)  
 Tracy Reyes, Pete Gordon (USFS)  
 Ron Melcher (AZ State)  
 Steve Fisher (NPS – W. Texas)  
 Vice Larry McCoy (USFS)  
 BIA Rep.

Met – Predictive Services  
 Intel/Fire Business – Predictive Services  
 Met – Predictive Services  
 FMO  
 FMO  
 FMO/Fire Behavior/Fire Danger  
  
 SWCG Liaison  
 Dispatch/FMO  
 FMO  
 GIS / West Texas rep.  
 FMO/Fire Behavior/Fire Danger  
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